

ADMISSION

Lakeway Heritage Community Co-op accepts students for enrollment in any and all educational programs without regard to race, sex, religion or national origin.

Religious Affiliation

We are a ministry to homeschooling families in the Lakeway area, including Jefferson, Hamblen and surrounding counties. We have a working relationship with True Life Church and Heritage Fellowship. While not a ministry of either church, we do consult with the leaders on issues that arise from time to time. Our policies and guidelines reflect a moral standard as set forth by our faith. Parents and students are not required to agree with our statement of faith to participate in our co-op, but they are expected to abide by the beliefs presented within our statement of faith.

Please read the following carefully since they explain the policies and procedures we will be following.

1. Sickness

Please do not bring students to school if you suspect they may be contagious. Consider the following guidelines for:

- a. Excessive cough or runny nose, including clear, yellow, or green from nose, throat or eyes. The only exception to this is allergic symptoms that have been diagnosed as allergies by a doctor. If your child has a bad cold and you can alleviate their symptoms with antihistamines and/ or cough suppressants so that they are not “shedding” the virus constantly throughout the day, they are welcome to attend.
- b. Bacterial infections such as pink eye, strep throat, etc. that are treated by antibiotics. Please make sure that your child has been on the antibiotics at least 24 hours before returning to class.
- c. Vomiting, diarrhea, or fever. Your child should be symptom free for at least 24 hours before coming to class.
- d. Rash. Do not bring your child to class with any rash UNLESS it has been diagnosed by a doctor as non-contagious. Please inform a board member so that if anyone brings it to our attention, we can offer an explanation to alleviate fear or worry.

2. Book bag: All students should come to class with a book bag, backpack or something similar to keep papers and loose items in during the day. PLEASE LABEL BELONGINGS!

3. Please do not loiter in the hallways. If you would like to visit with other moms, you may sit in the childcare room, study hall area or the parents’ room when it is available.

4. Please do not use co-op time to talk with teachers about your student or their work. We will provide a teacher contact list so that you may make an appointment to talk with them at appropriate times. Before or after class is also not a good time since they need time to prepare or pack up their materials. Also, please do not approach the teachers about money or scholarship issues. Scholarship requests will be handled by the board. If you wish to request assistance, please contact Tonnie Mason by phone or email (tonnie@issda.com or 865-405-3900).

5. Please check your email weekly. Announcements that are specific to members of the co-op are sent via email. General announcements of events which can be read by anyone will be posted to our Facebook page and on the Jefferson County Yahoo group.

6. Parents are welcome to sit in any class their student is taking, or to supervise their student in any class. As a courtesy to teachers, please let them know your plans to stay. Please do not bring younger siblings into the classroom, including nursing infants.

7. Children not in LHCC classes must be supervised and should not be allowed to disrupt classes or roam hallways. ONLY parents who are on the premises teaching or working their volunteer hours have the option of using the childcare room for younger siblings. Childcare is not a babysitting option while your older children are in class.

8. You, a designated adult or a high school sibling must accompany your K-5th grade child into and out of the building each week. Students 6th grade and above do not need an adult to enter or leave the building. There will be a sign in/sign out sheet for students to sign. If you have high schoolers, they may escort their siblings in/out.

9. Students will be given their schedule at orientation with assigned room numbers.

Volunteers will help the younger kids move between classes, but LHCC cannot guarantee a child makes every class. PLEASE help your child become familiar with the campus and go over room numbers and class times. We will provide lanyards with the class schedule for the younger students and any older student who would like one.

10. Pick up time is no later than 3:45 since the last class ends at 3:30. Students need to leave quickly after the last class. The building has to be cleaned, chairs and tables returned to their correct locations and we all need to fix dinner for our families and attend other commitments! We will be happy to put students to work cleaning and one of our board members will take your child to their home or on their errands if you are late and you can arrange pick up from wherever they are.

11. Parking and Entrance. Please use the side parking area or front gravel parking lot only. The only entrance we will use is to the far right of the building if you are facing the front. The side lot entrance as you enter the church property is for church and staff only, and we do not want to impede their day to day activities. The front parking area that is paved is reserved for teachers so that they can load and unload their class supplies easily.

12. Volunteer Hours Because this is a co-op situation, we will be working together to make this machine move smoothly. Each family will need to sign up for 14 volunteer hours per semester, or buy out any or all of the hours for \$8 each. There will be a variety of shifts available to choose from. Sign-ups for shifts will be held at orientation on January 7th.

DISCIPLINE GUIDELINES

Parents desire to raise children with high standards of character and integrity and we work hard to develop these traits in our own children. These traits include a high standard of behavior, a positive attitude, and respect for authority. When our children are in large group settings or in classrooms under the charge of a teacher other than their parent, they have the opportunity to practice what they are learning. Since parents are in the process of training their children, sometimes children fall short of proper behavior. When this happens, discipline is needed to correct the child. Behavior instruction is Biblically mandated to the parents, and is therefore not the responsibility of LHCC teachers. Since LHCC is an extension of your efforts, we take behavior issues very seriously. It is very important that parents respond at home to any behavior issues that arise at LHCC. Your positive attitude toward these guidelines will help your child value the importance of these guidelines. It is the goal of our conduct guidelines to help students know what is expected of them at LHCC. Please go over these guidelines with your student

thoroughly. These guidelines are designed to maximize parent/teacher/administrator communication.

QUESTIONS & COMMENTS

Because we are not a packaged program, there will be bumps in the road. We wish you to prayerfully walk through these with us. As we hit areas that are difficult to deal with, there will be changes. We will also most likely make some modifications to our guidelines as we go through the first few weeks of the fall semester, since these are not set in stone. They are listed so that you will know what to expect. We are very reasonable to get along with, but with any large group gathering of young people, expectations need to be established in advance.

If you have an issue with a teacher, parent or student at the co-op, please try to work it out with them. It is far better to go directly to that person than to involve a 3rd party. If you have a serious problem with your experience with our cooperative that requires immediate attention, please feel free to call one of our board members. If your problem is less serious and can wait up to a week for a response, please email a board member. A contact list will be provided for you, or you can contact us via our Facebook page. For serious issues, please use discretion and use email rather than the public forum of Facebook.

Student Guidelines

Parents, please go over these with your children and have them sign below.

1. **Be respectful and obedient during the day.** This includes respecting the teachers, volunteers, and any other adult, fellow students, and church property.
 - _ Disrespectful language or attitudes towards any adult or student will be addressed strongly.
 - _ Aggressive language or behavior towards others will not be tolerated.
 - _ Lack of respect for property will result in community service or more serious consequences which could include removal from co-op. This includes defacing or destroying property.
2. **Come prepared to class as requested by your teachers.**
 - _ Bring all needed supplies.
 - _ Homework should be completed neatly and on time.
3. **No student should be in the hall for any reason between classes.**
 - _ Requests to leave class should be only in emergencies. Use the restroom between classes.
4. **Dress Code:** (applies to students and parents)
 - _ Dress modestly and do not wear offensive clothing.
 - _ Pants must be worn at the waist; no sagging allowed.
 - _ Undergarments should be worn but not seen.
 - _ Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must have sleeves.
 - _ No midriffs or cleavage should show.
 - _ Shorts, skirts and dresses must be no shorter than 3 inches above the knee.
 - _ Leggings may be worn, but only with a skirt or dress that meets the dress code length and requirements.
 - _ Clothing and accessories must not display offensive language or images.
 - _ The LHCC Board reserves the right to determine what is unacceptable dress.
 - _ You will be asked to wear a T-shirt and/or pants or skirt of our choosing if the dress code is violated. Please do not be offended if we ask you to change! If in doubt about an outfit, choose something else.
5. **Bring only items needed in class to co-op,** leaving all distracting toys at home.
 - _ Do not bring trading cards, or occult related games or materials (i.e., Pokemon, Harry Potter etc.) to co-op. These will be confiscated and only returned to the parent. No electronics devices may be brought.
6. **Telephones** may be placed in containers upon entering each classroom, and taken as students are exiting the class. We realize that parents like to be able to reach their students, so if they do not reply to your call or text when you know that a class is over, please contact the board member on duty for the day and we will have the student contact you.
7. **Clean up after yourself.**
 - _ Place all trash in proper containers.
 - _ Leave all rooms better than you found them.
8. **Secure permission from the LHCC board before conducting any fundraising at co-op.**

We plan to use fundraisers to benefit our co-op and raise needed supplies, and we do not want to wear out other families with requests every week from various students.

9. **Follow all rules outlined by the policies above.** No running in hallways. No heeies allowed inside the church. Use inside voices while inside the building. Do not enter the hallway leading to the offices; allow the staff to do their jobs.

10. **Food, including lunch, must be eaten only in designated rooms.** No food or drink is allowed in classrooms except as part of planned educational activities. Please restrict these to the common room reserved for lunch.

11. **Only high school students are allowed outside without an adult and only with permission.** Students are allowed in the front paved area only. There is to be no loitering in the parking lot, no sitting in cars, and no wandering around the building, inside or out.

12. **No visitors (friends) are allowed to accompany students to classes without the approval of an administrator on duty.** No one will be allowed into the building at “our” entrance without approval of the church staff or an LHCC administrator. This will help to protect your children.

Signature of Parent _____ **Date** _____

Signature of students grades 3 and above:

Name _____ **Date** _____

Name _____ **Date** _____

Name _____ **Date** _____

Name _____ **Date** _____

Name _____ **Date** _____